

Kishore, Gollamudi

From: Hutzell, Paula
Sent: Thursday, December 02, 2004 5:48 PM
To: TC1600
Cc: Chambers, Jasemine; Kisliuk, Bruce; Payne, Gwendolyn; Beach, Vickie; Kaminsky, Betty
Subject: Procedure for handling Requests for Certificate of Corrections

Recently, we have had a number of requests for guidance on how to handle Requests for Certificates of Correction in IFW applications. The attached document describes the process.

The condensed version:

If there is a C of C that requires examiner review, a message will be sent to your examination mailbox.

After reviewing the Request for C of C the examiner should:

- Print the PTOL-306 form from IFW (Response to C of C)
- Complete the response portion on the lower half of the form
- Submit the form to the SPE for signature
- Attach an orange routing slip (with the Doc Code indicated as COCX)
- Send the completed form to be scanned

The completed PTOL-306 form will be indexed under the Doc Code COCX and an auto-message will be generated to the PUBSCofCDecision mailbox, notifying Office of Publications that the C of C has been considered.



TS Tip No 34
C of C.doc

If you have any questions contact me or Gary Jones.

Thanks

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